Public bulk orders

Service changes

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Revision of bulk orders

What is a bulk order?

It is a service that allows readers to pre-order a large number of documents from the same series of records in advance of a visit.

It is the more specialised of the two advance order services. It supports a particular type of research and is limited to 8 readers per day.

There were 159,569 public advance document orders in the last financial year of which 20,642 were bulk orders (12.9%)

Why revise the current system?

The bulk order service has not been reviewed in over 20 years.
It has a series of antiquated rules and conditions
The current system does not reflect changing user requirements
The current ordering system is labour intensive and inefficient for staff to administer
<table>
<thead>
<tr>
<th>CURRENT SYSTEM</th>
<th>NEW SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires 2 working days notice</td>
<td>Requires 3 working days notice</td>
</tr>
<tr>
<td>A bulk order lasts for two working days</td>
<td>A bulk order lasts for one working day</td>
</tr>
<tr>
<td>You cannot book another bulk order for consecutive days</td>
<td>You can book bulk orders for consecutive days</td>
</tr>
<tr>
<td>A minimum of 15 documents, a maximum of 30 non consecutive or 50 consecutive</td>
<td>A minimum of 20 documents and a maximum of 40 documents from the same series</td>
</tr>
<tr>
<td>documents from the same series</td>
<td></td>
</tr>
<tr>
<td>Future date limit to end of following year</td>
<td>Available to order within six weeks of intended visit</td>
</tr>
<tr>
<td>Limited to 8 readers per day</td>
<td>Limited to 8 readers per day</td>
</tr>
<tr>
<td>Manual document ordering process</td>
<td>Automated ordering process</td>
</tr>
<tr>
<td>Blocks advance document ordering</td>
<td>Permits advance document ordering</td>
</tr>
</tbody>
</table>
Bulk order form

You must order a minimum of fifteen documents from the same department and series of document up to a maximum of fifty documents if the numbers run consecutively, or thirty if the numbers are non-consecutive. However, there is no guarantee that all the documents ordered will be available. If you require large documents the number produced may be reduced in order to allow viewing in the reading room.

We are unable to produce the following document series in bulk due to the size of these volumes: BT 42, BT 43, BT 50, and BT 52

Fields marked * are compulsory.

Your details

Name *

Readers ticket number *

Date of visit (day/month) *

Email address

Telephone number (include area code) *

Your documents

Step 1: Please fill in the document department and series reference code e.g. for document FO 608/88/3, Department is FO Series is 608

Department *

Series *

Step 2: Please choose either sequential or individual piece references e.g. for document FO 608/88/3 Piece Reference is 608/3 *

Your reader's ticket number. If you don't have one, apply online for a reader's ticket - it should take 15 minutes.

Date of visit. You can bulk-order documents a minimum of three days before your visit. You cannot place bulk orders more than six weeks before your visit.

Catalogue reference(s). You can order a minimum of 20 documents up to a maximum of 40 documents.

Place an order

This form allows you to pre-order 20-40 original documents from the same series held by The National Archives to view on site at Kew.

You can use a different form to order up to 12 documents in advance from different series.

To proceed with your order, you will need the following:

- your reader's ticket number
- date of visit
- catalogue reference(s)

Please note
Improved reader information

Your bulk order summary

- **Name:** Test n4
- **Telephone:** 0123456789
- **Date of visit:** 15/09/2018

1. FO 371/125: Russia, Code 38, File 16301 - 20943. Described at item level.
2. FO 371/126: Russia, Code 38, File 20963 - 24856. Described at item level.
3. FO 371/127: Russia, Code 38, File 24875 - 28255. Described at item level.
5. FO 371/129: Russia, Code 38, File 33459 - 43791. Described at item level.
6. FO 371/131: Siam: Code 40, File 590 - 8494 (Described at item level)
7. FO 371/132: Siam, Code 40, Files 8495 - 17024 (Described at item level)
8. FO 371/133: Siam, Code 40, Files 18948 - 41947 (Described at item level). Note: This volume was damaged by damp while deposited at Canterbury through the overflow of a rain water pipe in 1933; This has been rebound into 4 parts.
12. FO 371/137: Sweden, Code 42. Described at item level.
14. FO 371/139: Turkey, Code 44, Files 22 - 108 (Described at item level).